

# CITY OF WESTFIELD

## Westfield Local Emergency Planning Committee

Meeting Minutes of April 1, 2020 – Teleconference through Uber Conference

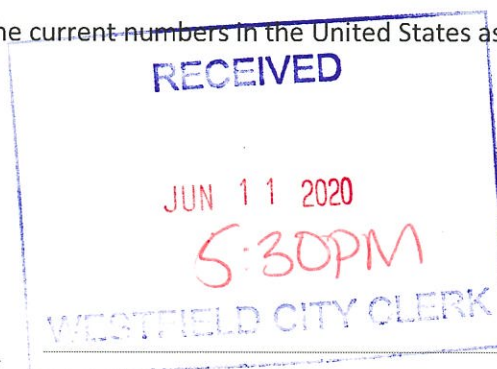
1. **Introductions:** Fire Chief Patrick Egloff called the meeting to order. The meeting is being recorded electronically through Uber Conference. Everyone in attendance introduced themselves: Fire Chief Patrick Egloff, Christie Fillion, Bob Weaver, Tammy Tefft, Chris Gaines, Deputy Chief Eric Bishop, Jim Wiggs, Deputy Chief Patrick Kane Jr., Steve Malochleb, Pat Levesque, Michael Lee, Nina Barszcz, Joe Ruhl, Peter Miller. Bruce Bussiere joined the call after introductions were made. A summary sheet from Uber conference was received after the conference which lists the phone numbers of those that attended.
2. **Nomination of Officers:** Chief Egloff has been the Chair for LEPC for the last 3 years and is ready to pass the role on to someone new.

Chief Egloff ascertained a motion to nominate new officers for the LEPC and asked if anyone is interested in being the Chairperson to speak up. No one came forward.

- a. **Chairperson:** Chief Egloff nominated Deputy Fire Chief Eric Bishop as Chair for the LEPC. Deputy Bishop accepted the nomination but also asked if anyone was interested in taking the position of chair. No one spoke up. Deputy Fire Chief Patrick Kane Jr. seconded the motion.  
All in Favor.
- b. **Vice Chairperson:** Chief Egloff asked if anyone was interested in the role of Vice Chair. Hearing none. Chief Egloff ascertained a motion to nominate Captain Jerome Pitoniak, Westfield Police Department as Vice Chairperson as he had expressed interest. Tammy Tefft and Bob Weaver seconded the motion.
- c. **Secretary/Treasurer:** Christie Fillion has been secretary/treasurer for the last few years. Nina Barszcz has expressed interest but due to current situation cannot take on the role. Christie Fillion agreed to continue in this role. Chief Egloff asked if anyone else was interested. Hearing none. Chief Egloff ascertained a motion for Christie Fillion as Secretary/Treasurer for LEPC. Deputy Chief Kane Jr. made the motion. Deputy Bishop seconded the motion.

Chief Egloff will still attend the LEPC meetings as a Department Head and at this time, he passed the remainder of the meeting to LEPC Chairperson Deputy Bishop.

3. **Acceptance of October 2, 2019 & November 6, 2019 Meeting Minutes:** Deputy Bishop ascertained a motion to accept the minutes of October 2, 2019 and November 6, 2019. Chief Egloff made a motion to accept the minutes. Bob Weaver seconded the motion.
4. **COVID-19:** Jim Wiggs spoke about COVID-19. These are the current numbers in the United States as of March 31, 2020 at 8 p.m.:



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United States		New York	Connecticut
<b>Total Cases:</b>	163,490	75,000	2,500
<b>Increase from prior day:</b>	23,8xx		500
<b>Deaths:</b>	3,800		
<b>Recovered:</b>	6,400		

	Massachusetts	Hampden County	Worcester County	Hampshire County	Berkshire County
<b>Total Cases:</b>	6,620	354	433	69	171
<b>Increase from prior day:</b>	868	100	43	23	9
		<b>Westfield</b>			
<b>Total Cases:</b>		57			

The focus of social distancing and unnecessarily going out is what needs to be stressed in order to stop or slow down the increase of numbers. Westfield Police Department is increasing a watch of golf courses and basketball courts and dispersing crowds. People are not taking this seriously. If City departments see a group of people, please call Jim Wigg's office number or the Police Department's non-emergency line so the message of social distance can be reinforced.

Some tips to consider and to recommend to others:

- a. Reinforce the message to your friends, businesses, neighbors etc., of social distancing and washing hands often.
- b. Make a list for a shopping trip to alleviate the need to make a repeat trip. The more you go out, the greater the chance you have to exposing yourself to the virus.
- c. The virus is invisible.
- d. Use common sense.
- e. Use other modes for meetings such as teleconferences. The City is practicing what they are suggesting as many meetings are now being held by teleconference.

### Fire Department & PPE

Chief Egloff is working with Emergency Management and our local vendors to keep the Fire Department stocked with PPE. A few weeks ago the stock of PPE was thin. Through Emergency Management and the School Department donations, the Fire Department received N95 masks. Other donations were dropped off at the fire

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station and at Emergency Management. Chief Egloff is working with Hampden County Fire Mutual Aid Association and all the Fire Chiefs in the county to secure a vendor to purchase PPE and once in place, the individual fire departments can purchase PPE through the Association.

The Fire Department has 5 employees with positive COVID-19 and 8 additional people out sick. One first responder has been hospitalized.

Chief Egloff has entered the Fire Department into a mutual aid agreement with 8 other communities that are fire based and run EMS at an ALS level. These departments, Ludlow, Longmeadow, East Longmeadow and Wilbraham, are in addition to the mutual aid agreements that share our City's borders.

Every Fire Department employee has his/her temperature checked at the start of their shift. It is recommended to other departments and businesses do the same as a preventative measure.

Deputy Bishop wanted to extend his thanks to Home Depot who has been donating PPE to the Fire Department at no cost.

5. **Peter Miller, Director of Community Development:** Peter is attending so he can help communicate emergency planning to the smaller businesses in the community. Peter can also help keep the LEPC informed about community events.
6. **Bruce Bussiere, Baystate Noble - HVA 2020:** The HVA (Hazard Vulnerability Analysis) is usually started at the end of November the preceding year. However, with a pandemic starting in January and running through February and March, the topic will need to be shared at another time. Sharing this HVA with Baystate Noble's community partners is a requirement that needs to be met.

As for COVID-19 response, this what the hospital has done or plans to do:

- a. There is an alternate triage system where patients come into the foyer in ED and is met by staff and asked a series of questions. If they meet the criteria, the patient receives a mask and enters the ED. If they do not meet the criteria, the patient proceeds to the surgical center across the parking lot. The diagnostic imaging waiting room is the secondary ED where there is admitting officers and other staff.
- b. A temporary portable x-ray area has been set up in the corridor near the lab. The equipment stays out of way and can be set up in 2 minutes.
- c. ICU/Telemetry units which were inactivated in the fall is the first area to place patients. The hospital installed negative air machines and the entire wing can be used with negative pressure.
- d. 2 West area would be used next. This area had been closed previously and had been used in the October 2011 snowstorm.
- e. The Surgical Care Area has several bays, 4 operating rooms, a negative pressure room and a PACU.
- f. Third floor – formerly oncology which has moved over to D'Amour Cancer Center in Springfield.
- g. The other side of the third floor – 3 more rooms.

Through the MMRS (Metropolitan Medical Response System) in Springfield, Baystate Noble received another tent which can be used for triage and will be set up in the parking lot. In event of additional needed space, Westfield Fire would bring up the MDU trailer with the other tent to be used.

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7. **Past Events:** There were no events to review.
8. **Upcoming City Events:** Most of the City's events (Easter Egg Hunt etc) will most likely be cancelled due to the limit of 10 participants, social distancing etc.
  - a. Fast 5K – Peter Miller will reach out to Mike Tierney regarding the status of this event.
9. **Update from Jim Wiggs on Emergency Management:** The EOC is primarily being run virtually. Communication is continuing through conference calls with department heads and operational calls. Information is updated daily.

City buildings are closed to the public. The City is running on contingency plans with skeleton staff and employees working remotely from home. Thanks to the City's IT Department for setting up and preparing employees to work remotely in a short time.

The Emergency Declaration was declared on March 16, 2020 and a copy is attached to the end of the minutes.

Thank you to Chief Egloff for obtaining the mutual aid agreements. This is one step above the State Mutual Aid agreement which is primarily about equipment.

Jim reiterated that this is not a conspiracy and the rumors need to stop. Westfield is reporting the accurate numbers. There is no reason to hide the information. Public Health guidelines are being followed.

The partnership between the departments and partnership with MEMA is tremendous. Donations are still being requested for the long-term care facilities and assisted living facilities are in need and we are doing what we can help them. Folks that need to be fed are still being fed throughout the City. DPW is keeping the fuel supply up to date.

Deputy Fire Chief Ben Warren worked with Jim yesterday regarding supplies for the funeral homes and funeral homes have been opened up to MEMA for re-supply.

One reminder to pass around is that Police, Fire and Dispatch are not only taking normal calls (such as fires, domestic abuse calls and accidents) but they also have the extra calls where extra precautions are needed. The City is still functioning – trash is still being picked up, water is still flowing, G&E is still providing gas and electricity. Grocery store employees are still working and are considered "essential". Be polite, be courteous and stay 6 feet away.

10. **Report from MRC and CERT from Ed Mello:** Ed Mello did not attend today's meeting and has stepped down from his role. Steve Malochleb officially took over the MRC in January. Steve offered the delivery of 40 to 50 heavy duty cots in warehouse storage to Baystate Noble if needed.

Steve has advertised the need for members for the MRC. There are 26 new members with the CORI check holding up their start. Most of the people who responded are from the medical field. Steve would like to ramp up the CERT Team & the MRC to be a support for the City of Westfield. CERT Teams can help with traffic and crowd control. CERT teams can the local fire department with help in switching air tanks, checks stats and keep everyone hydrated.

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**11. Tier 2 Updates:** Tier 2 reports have been received and Deputy Kane Jr. needs to cross reference some reports he received from Jim Wiggs. The new reports are not supported on First Look Pro on the desktop computers at the Fire Station. The hope is to have Public Eye installed and up and running by the end of the year.

**12. MEMA:** Bruce Augusti retired. Kristen Jerome is our new coordinator and did not attend today's meeting. Due to COVID-19, MEMA classes are cancelled but there are some virtual classes that are available. Jim Wiggs is going to recommend some virtual classes to our new elected officials to learn about their role in emergency situations.

Link to MEMA course calendar website <https://mematraining.chs.state.ma.us/TRS/trainingCalendar.do>

### **13. Departmental Reports:**

WG&E – The department does not have anyone affected by COVID-19. The employees are working split shifts to keep field crews isolated from each other for the requirement of social distancing. The department is looking at implementing a temp scan at start of shifts. All emergency services are being maintained. Some construction may start under DPU regulations and Governor's guidelines. April is Safe Digging Month. Please remind people to call 811 prior to work being started. Thank you to the Fire Department for assisting the G&E with building entrances where there are suspected cases of COVID-19 or people who are quarantined. G&E does have some PPE for use when responding to a service call. Emergency Management was able to provide some masks to the department.

SWWT – On March 13, 2020, SWWT started on a continuum operations plan. All customer service employees are working from home. The treatment plant is closed to visitors and only the operations staff and employees taking water samples are allowed into the plant. The department meets virtually every day.

Genesis HealthCare – The nursing home has eliminated visitors to the building. Every employee has their temperature taken every time they walk through the door. Two residents have been tested for COVID-19 but their results are expected to be negative.

Genesis is taking part in a weekly conference call with Emergency Management with the other long term care and assisted living facilities to discuss any of their needs. Deb Mulvenna provides updates to these locations as well.

Mestek – The company is still working and taking strict measures for safety. Outside contractors are banned from entering unless there is a safety issue. Thermometers are on order and once received, the employees' temps will be checked. Spray downs of bleach & water occur every day at the end of the shift in the factory. Some employees that have the ability are working from home.

**14. New Business:** No new business.

Deputy Bishop ascertained a motion to adjourn the meeting

Fire Chief Patrick Egloff made the motion.

All in favor.

9:59 a.m. – Virtual Meeting Adjourned

**Next Meeting** – May 6, 2020 at 9 a.m.

CITY OF WESTFIELD, MASSACHUSETTS

DECLARATION OF EMERGENCY

EFFECTIVE Monday, March 16, 2020

WHEREAS, the 2019 novel Coronavirus (COVID-19) has been declared a Public Health Emergency of international concern by the World Health organization; and

WHEREAS, on March 10, 2020, the Governor of the Commonwealth of Massachusetts has declared a State of Emergency to respond to COVID-19 and has determined that immediate public action is needed to prevent, minimize, or mitigate damage to public health, safety or general welfare of people of the Commonwealth; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency due to the evolving COVID-19 situation and has directed the agencies of the national government to take appropriate actions; and

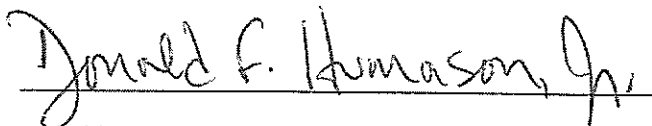
WHEREAS, the ongoing transmission of COVID-19 can be expected to greatly impact the health and welfare of residents of the City of Westfield, Massachusetts; and

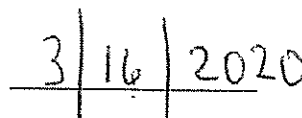
WHEREAS, the Mayor of the City of Westfield, Massachusetts, in consultation with the City's Director of Public Health and Emergency Management Director, has determined that COVID-19 poses a present, reasonable and imminent danger to public health, safety, or general welfare of the people of Westfield, Massachusetts so that it has become necessary for the Mayor, with such assistance and staff as he deems necessary, to utilize and coordinate services, equipment, supplies, and facilities of existing departments, offices, and agencies or the community, both locally, regionally, statewide and nationally, if necessary, including the taking of ordinary and extraordinary actions for the purposes of emergency management and emergency functions to protect the public; and

WHEREAS, immediate action is needed to prepare for, respond to and minimize or mitigate damage to public health, safety, or general welfare of the people of the City of Westfield; and

WHEREAS, a Declaration of Emergency will create a mechanism to facilitate and expedite the use of resources to protect from the impacts of the spread of COVID-19, including but not limited to emergency expenditures pursuant to M.G.L. c. 44 § 31 and will allow for the ability to obtain whatever resources may become available to the City of Westfield, Massachusetts to address the public health and safety crisis; and

NOW THEREFORE, I, Donald F. Humason, Jr., Mayor of the City of Westfield, Massachusetts, hereby declare that as of Monday, March 16, 2020 a State of Emergency is declared to exist in the City of Westfield, Massachusetts and authorizes and directs under the direction of the Mayor, all City personnel and agents to take action appropriate to respond to this situation and ratifies, confirms and adopts any related action taken prior to the formal adoption of this Declaration. This Declaration of Emergency shall remain in effect until notice is given that the conditions leading to this Emergency, pursuant to the Mayor's judgment, no longer exists.

  
Donald F. Humason, Jr., Mayor of City of Westfield, MA

  
Date